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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Services Officer  
 THRU : Deputy Services Officer  
 FROM : Assistant Deputy Services Officer

DATE: 2 June 1949

SUBJECT: Monthly Report for the Month of May, 1949.

1. The revised cargo shipping document has been approved and request submitted to the Government Printing Office for printing. Delivery of these forms is expected within the next thirty days, at which time the new procedure on processing cargo and domestic shipments will go into effect.

2. The revised property and supply record cards have been approved and an order will be placed this week with the schedule contractor for printing. Delivery is expected within 45 to 60 days from date order is placed.

3. An extensive study has been made toward establishing minimum and maximum levels for all items stocked and it is believed that a satisfactory formula has been devised which will provide an accurate means of determining stock levels based on four months supply.

4. Recent discussions have been held with officials of the Communications Division relative to establishing a communications laboratory and work shop at the [REDACTED] Warehouse. It has been decided that in view of the consignment of communications electrical equipment and machinery to the [REDACTED] Warehouse for processing for cargo shipments, that it will be necessary that the Communications Inspection Unit, now located at the [REDACTED] Warehouse be transferred to [REDACTED] Warehouse.

Inquiry has been made to the owners of the [REDACTED] Warehouse as to the possibility of leasing the Laboratory Building near the front entrance to the warehouse, to be used by the Communications Division for a technical laboratory and work shop. We are awaiting information from the lessor. Detailed plans for location of communications activities at the [REDACTED] Warehouse have been submitted to this office by Mr. [REDACTED]. Upon receipt of definite information as to the availability of the Laboratory Building [REDACTED] complete recommendations will be submitted to the Services Officer through the Deputy Services Officer.

5. Previous monthly report indicated the final draft on procedure for processing requisitions for stock items and requisitions and supplies and equipment would be submitted by 18 May 1949. Due to the increase of the work load within the Supply Division, the submission of these instructions to your office have been delayed. However, these instructions will be finalized and forwarded within the next few days.

2 June 1949

VOLUME:Procurement Section:1. Requisitions:

Total number received.....	558
Total number completed.....	486
Pending bids, clearance, etc.....	37
Pending information necessary to complete action.....	21
Held without action.....	14

2. Purchase Orders:

Prepared and issued.....	805
Pending encumbrance.....	24
Total expenditures obligated.....	\$390,660.68
Petty Cash and Printing & Binding estimates.....	1,129.59
Total - Dollar expenditures.....	\$391,790.27

✓ Contract Section:

## 1. Contracts Completed (Vouchered)

a. Supply.....	6
b. Service.....	9

2. Amendments to Contracts Completed.....4✓

3. Contracts Pending.....8

4. Amendments to Contracts Pending.....5

## 5. PBA Agreements

a. Supply.....	6✓
b. Service.....	1✓
c. Lease.....	3✓

6. Total expenditure.....\$33,113.85

Storage and Issue Section:1. Requisitions:

a. Received during month.....	828
b. Completed.....	905
c. Balance on Hand.....	29

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- (1) Account #1 - Signal Supply Account.....140
- (2) Account #2 - Office Supplies.....317
- (3) Account #3 - Office Equipment.....260
- (4) Accounts #4 and 5 - Operational and.....101  
Medical Supplies
- (5) Account #6 - General Supplies..... 10

2. Cargo and Domestic Shipments:

- a. Requests 191
- b. Shipments accomplished 145
- c. Total Weight Shipped (lbs) 69,304
- d. Number of cases shipped 546
- e. Balance on Hand

3. Miscellaneous:

a. Job Orders:

Moving and relocation of equipment in CIA  
buildings

71 ✓

Man-Hours required

2,100 ✓

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Contract Sec.

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6 1 8 7 2 0 0 0  
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